

The Danish Embassy in Sofia is looking for financial and administrative officer



Type of employment: Full time position/18 months

Starting date: 1st March or 1st April 2025 or soon thereafter

Location: Danish Embassy in Sofia

Deadline for application: 29th November 2024

The Embassy is recruiting a dedicated, positive, service-minded full time administrative and financial officer with a strong experience in accounting, bookkeeping and budgeting. We are looking for a person who is flexible, detail-oriented and has a strong sense of responsibility, combined with positive team spirit. Comprehensive training and onboarding will be provided in the first months. The administrative and financial officers will also on ad hoc basis have to assist in relation to other tasks including consular affairs and as assistant to the ambassador. This may also include tasks related to the upcoming Danish EU Presidency of the European Union in the second half of 2025.

Main tasks and responsibilities will be:

- Overall responsibility for the Embassy's administrative work
- Embassy's bookkeeping, financial management and accounting.
- Payment of invoices, salaries, settlement of travel claims, outlays, VAT refunds, service contracts etc.
- Budget follow up, reporting and forecast.
- Focal point for external service providers and partners, including external accountant, bank and lawyer.
- General compliance and control including procurement processes
- HR related tasks such as preparing contracts, job descriptions, updating of staff rules etc.
- Back-up to the PA and consular officer on ad hoc basis.

Tasks are performed in close cooperation with the Ambassador and the Deputy Chief of Mission.

Required qualifications

- Strong experience in bookkeeping, financial management and administration.
- Good command of English both in writing and orally.
- A high sense of responsibility and focus on the detail.
- Ability to keep overview of many tasks at the same time.
- Flexibility, reliability, punctuality and willingness to adapt to the changing needs of the Embassy.
- Good interpersonal skills, ability to connect and work well in an intercultural environment.

Desired qualifications

- Knowledge of payroll management
- Proficiency in Microsoft Office, Navision

We offer

- An exciting, inter-cultural and dynamic work environment with a wide range of diverse tasks.
- Great opportunities for further development of your professional and personal competences.

Employment conditions

- Labour contract according to Bulgarian legislation and the Embassy's staff rules.
- Salary will reflect qualifications, relevant experience and proven work-related results.
- Standard working hours will be 40 hours per week with 3-month probationary period.
- 25 days of paid holiday per full year of work (2.08 days earned per month). In addition, extra leave days according to Danish / Bulgarian national holidays.
- Employment at the Embassy of Denmark in Sofia is subject to security clearance by the Ministry of Foreign Affairs of Denmark.

Application and recruitment process

To apply for the position, please send your application (minimum CV, additional cover letter, recommendations and references) in English to sofamb@um.dk.

“Application for Administrative and Financial Officer” in the subject line no later than Friday 29th November 2024.

The Embassy is obliged to follow EU-rules of handling personal information (GDPR) when we receive and process job applications. Our processing of personal information will rely on your consent (art. 6, no. 1 litra a). Please read the privacy policy of the Danish Ministry of Foreign Affairs before applying (<http://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-ofdenmark-personal-data-policy>).

By sending your application, you actively consent to our processing of your personal information. In the above-mentioned policy, you can read more about your rights (among others your right to withdraw your consent), how we process your data and how to complain about our processing of your personal data.

The embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion and age.

Only shortlisted candidates will be contacted for the interview.

The chosen candidate must present a “No Criminal Record” and pass security clearance by the

Danish authorities prior to appointment.

Two references from previous employment or studies will be required.

About the Danish Embassy in Sofia

The Danish Embassy in Sofia is a small embassy, located centrally in the heart of Sofia on blvd. Dondukov 54. The Embassy's staff consists of Head of Mission, Deputy Head of Mission, four local staff and two interns.

Driven by professionalism, strong team spirit and desire to provide exceptional service at all times, the Embassy assists Danish nationals and Danish companies in Bulgaria and works to strengthen the relations between Bulgaria and Denmark.

Questions

For any questions regarding the position, please contact sofamb@um.dk.